

U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

DD/M&S

74-0562

FEB 8 1974

Honorable William Colby
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Colby:

Section 19 of the Williams-Steiger Occupational Safety and Health Act and Executive Order 11612 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by the Secretary of Labor for the private sector. Paragraph (a)(5) of Section 19 of the Act and Section 1(4) of the Executive Order require the submission of an annual report on each agency's occupational safety and health program.

Enclosed are guidelines to assist in the preparation of your agency's report. These guidelines incorporate information required by the Executive Order, and additional information pertinent to the Federal occupational safety and health program.

Sound occupational safety and health programs are essential if Federal agencies are to lead in the nationwide effort to safeguard workers. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,



Peter J. Brennan

Secretary of Labor

Enclosure

ANNUAL REPORT
GUIDELINES
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAM
CALENDAR YEAR - 1973

PURPOSE:

THESE GUIDELINES ARE DESIGNED TO ASSIST DEPARTMENTS AND AGENCIES IN PREPARING THEIR OCCUPATIONAL SAFETY AND HEALTH PROGRAM REPORT. THIS REPORT IS REQUIRED BY SECTION 19(a)(5) OF PUBLIC LAW 91-596 AND IS FURTHER DEFINED BY SECTION 1(4) OF EXECUTIVE ORDER 11612. THE GUIDELINES ARE TO ENSURE A UNIFORM FORMAT FOR THE ANNUAL REPORT.

MATERIALS SHOULD BE SUBMITTED ON STANDARD SIZE PAPER. (e.g. 8 1/2 x 11)

THIS YEAR'S REPORT WILL CONCENTRATE ON CALENDAR YEAR 1973 PROGRAM ACTIVITIES AND ACCOMPLISHMENTS.

SUBMIT TO:

THE SECRETARY OF LABOR

ATTENTION: OFFICE OF FEDERAL AGENCY
PROGRAMS
OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION
WASHINGTON, D.C. 20210

DUE DATE:

A DUE DATE OF MARCH 15, 1974 IS NECESSARY TO ENSURE A THOROUGH ANALYSIS OF YOUR REPORT PRIOR TO ITS INCORPORATION INTO THE SECRETARY OF LABOR'S REPORT TO THE PRESIDENT WHICH IS REQUIRED FOR SUBMISSION - JUNE 1, OF EACH YEAR. YOUR REPORT WILL ALSO BE USED AS ONE OF THE SOURCES OF PROGRAM INFORMATION IN THE DETERMINATION OF THE WINNERS OF THE PRESIDENT'S SAFETY AWARD.

PART ONE

CALENDAR YEAR - 1973

OCCUPATIONAL SAFETY AND HEALTH PROGRAM
ACTIVITIES EMPHASIZED IN ORDER OF
PRIORITY, AND ACCOMPLISHMENTS

A SUMMARY OF ACTIVITIES EMPHASIZED DURING 1973 IS REQUESTED. THE SUMMARY SHOULD INDICATE, WHERE APPLICABLE, WHETHER THE ACTIVITY IS HEADQUARTERS OR FIELD (SUB-AGENCY). ACTIVITIES SHOULD BE DETAILED TO INDICATE PLANS, GOALS AND OBJECTIVES, RESPONSIBILITIES; AND ALSO INCLUDE AN ANALYSIS OF THE RESULTS ACHIEVED, IMPACT THE ACTIVITY HAD ON YOUR PROGRAM, PROBLEMS ENCOUNTERED, ETC. REPORT ACCOMPLISHMENTS OF YOUR MOST SIGNIFICANT ACTIVITIES.

PART TWO

CALENDAR YEAR - 1974 AND BEYOND

OCCUPATIONAL SAFETY AND HEALTH PROGRAM
ACTIVITIES PLANNED FOR 1974 AND FUTURE

THE "SAFETY '76" CAMPAIGN, FEATURING SUCCESSIVE SIX MONTH EMPHASIS THEMES, BEGINS JANUARY 1974. THE FIRST SIX MONTHS THEME IS MOTOR VEHICLE SAFETY.

THIS PART OF THE REPORT IS SIMILAR IN FORMAT TO PART ONE. A SUMMARY OF PLANNED ACTIVITIES IS REQUESTED. THE SUMMARY SHOULD CONTAIN A STATEMENT OF THE MAJOR GOAL AND OBJECTIVE FOR EACH ACTIVITY PLANNED FOR EMPHASIS DURING 1974 AND/OR THROUGH SOME FUTURE DATE. INCLUDE WHETHER POLICY CHANGES ARE NECESSARY TO IMPLEMENT THESE PLANNED ACTIVITIES.

PART THREE

GENERAL INFORMATION - ATTACHMENTS

ATTACHMENT NO. 1 REQUESTS INFORMATION CONCERNING THE ADDRESS OF THE AGENCY, THE NAME AND TITLE OF THE AGENCY HEAD, AND THE NAME OF HIS HEADQUARTERS SAFETY AND HEALTH DESIGNEE. ALSO REQUESTED IS THE TOTAL NUMBER OF HEADQUARTERS AND FIELD EMPLOYEES.

ATTACHMENT NO. 2 IS SIMILAR TO THE CHART REQUESTED IN LAST YEAR'S ANNUAL REPORT. IN ADDITION TO COMPLETING THE CHART, PLEASE LIST ANY VACANCIES.

PART FOUR

OCCUPATIONAL SAFETY AND HEALTH PROGRAM STATUS

A RECORD CONCERNING EACH DEPARTMENT'S OR AGENCY'S OCCUPATIONAL SAFETY AND HEALTH PROGRAM SHOULD ALREADY BE ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS.

THOSE DEPARTMENTS AND AGENCIES REPORTING THEIR SAFETY AND HEALTH PROGRAM ACTIVITIES FOR THE FIRST TIME SHOULD ESTABLISH WHETHER ADEQUATE PROGRAM DOCUMENTATION IS ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS.

THOSE DEPARTMENTS AND AGENCIES ALREADY HAVING PROGRAM DOCUMENTATION ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS SHOULD ONLY REPORT ANY MAJOR PROGRAM CHANGE OCCURRING SINCE DECEMBER 31, 1971. THIS WILL KEEP THEIR PROGRAM AND RECORDS WHICH ARE ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS CURRENT. THESE PROGRAMS AND RECORDS MAY BE VIEWED AT OUR OFFICE.

HEADQUARTER'S INFORMATION

NAME/TITLE/ADDRESS

AGENCY

AGENCY
HEAD

SAFETY AND
HEALTH
DESIGNEE

NUMBER
OF
EMPLOYEES

HEADQUARTERS

FIELD

TOTAL

INTERNAL SAFETY AND HEALTH PROGRAMPERSONNEL STATISTICS

NUMBER IN GRADE LEVEL - HEADQUARTERS

G.S. SERIES	5-7	8-10	11	12	13	14	15	16+
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

NUMBER IN GRADE LEVEL - FIELD

G.S. SERIES	5&6	7&8	9&10	11	12	13	14	15
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

VACANCIES

UNCLASSIFIED CONFIDENTIAL SECRET

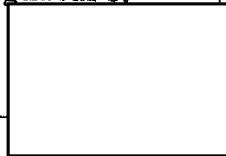
EXECUTIVE SECRETARIAT

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDM&S	X			
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	OGC				
11	OLC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks: Please note 15 March due date and prepare transmittal letter for DCI signature.



14 Feb 74

Date

STAT